Shared Leave - Uniform Srvs Pool - Create Eligibility

PA30

Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description
9/25/2007	Kelly Welsh	Initial Draft
9/27/07	Lesa Terry	SME updates for Final Document

State of Washington HRMS

File name: SHAREDLV_UNIFORM_SRVS_PO OL.DOC

Reference Number:

Version: Training Team Draft Script **Last Modified:** 9/28/2007 1:54:00 PM

SAP Parent
Page 1 / 12

Purpose

Use this procedure to establish Uniform Services Shared Leave Pool Eligibility for both a donor and recipient in HRMS.

Trigger

Perform this procedure when a donor or recipient has been approved to donate or withdraw from the Uniform Services Shared Leave Pool.

Prerequisites

- Both the Donor and Recipient must have the Home Pool (Shared Leave) created on Share Leave Eligibility (0696) for the effective dates of the Uniform Services Shared Leave Pool donation.

The following roles can maintain this infotype:
Shared Leave Eligibility (0696) – Payroll Processor, Time & Attendance Processor, Leave Corrections Processor

Transaction Code

PA30

Date	Procedure Update Log
9/25/07	Created

Helpful Hints

The Payroll Processor/Supervisor, Time & Attendance Processor/Supervisor/Inquirer and Leave Corrections Processor may use the Attendance System Change Report to verify the employee's absence quotas. To access this report, use the transaction code **ZHR_RPTTM084**.

State of Washington HRMS

File name:
SHAREDLV_UNIFORM_SRVS_PO OL.DOC
Reference Number:

Version: Training Team Draft Script
Last Modified: 9/28/2007 1:54:00 PM

SAP Parent
Page 2 / 12

The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
Error	**Example**: Make an entry in all required fields. **Action**: Fix the problem(s) and then click (Enter) to proceed.
Warning	**Example**: Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. **Action**: If an action is required, perform the action. Otherwise, click (Enter) to proceed.
Confirmation or	**Example**: Save your entries. **Action**: Perform the required action to proceed.

State of Washington HRMS

File name: **Version:** Training Team Draft Script   SAP Parent
SHAREDLV_UNIFORM_SRVS_PO **Last Modified:** 9/28/2007 1:54:00 PM   Page 3 / 12
OL.DOC
Reference Number:

Procedure

1.   Start the transaction using the transaction code **PA30**.

Maintain HR Master Data

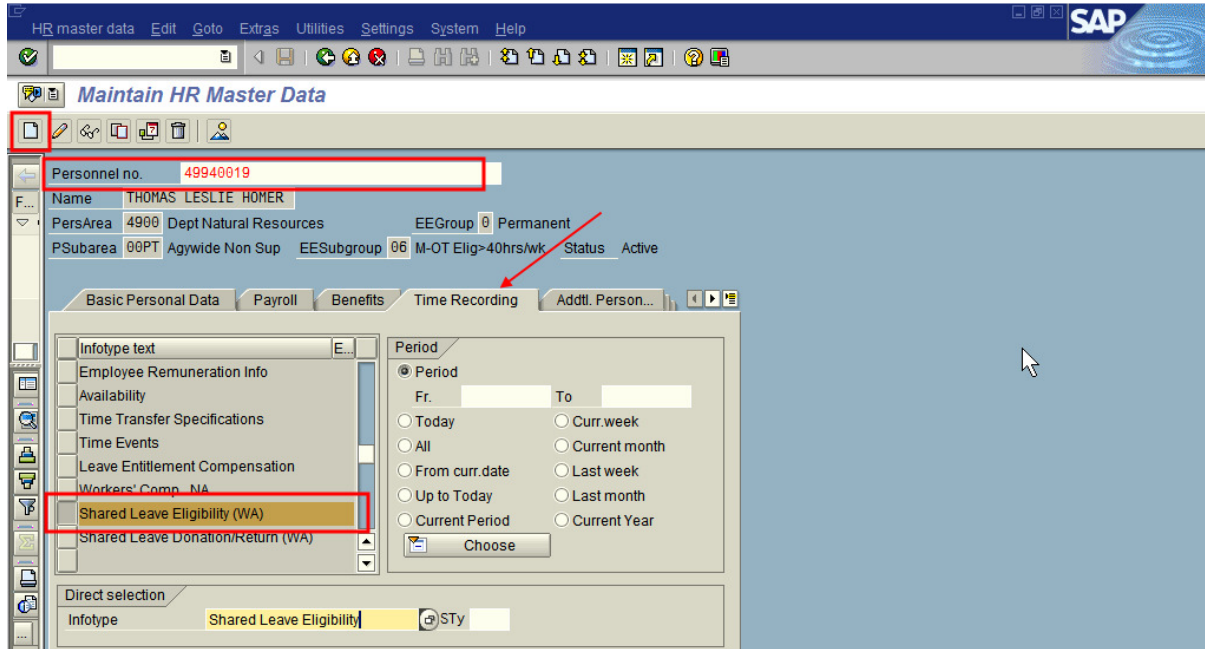**2.**   Complete the following fields:

Field Name	R/O/C	Description
Personnel no.	R	This is a unique identifying number assigned by HRMS for identification purposes. This number will follow the employee throughout his/her employment with the State of Washington. This will replace the use of identifying employees by social security number. **Example:** 449940019 (Leslie Thomas)

3.   Click (Enter) to validate the information.

4.   Click Time Recording tab.

5. Click the gray box to the left of [Shared Leave Eligibility (WA)] to select.

Maintain HR Master Data

6. Click ▢ (Create) to create a new record.

Subtypes for infotype "Shared Leave Eligibility (WA)" (1)   2 Entries found

STyp	Name
F	Foreign Pool
H	Home Pool

2 Entries found

7. Double-click H Home Pool from the selection list.

State of Washington HRMS

File name:	Version: Training Team Draft Script	SAP Parent
SHAREDLV_UNIFORM_SRVS_PO OL.DOC	Last Modified: 9/28/2007 1:54:00 PM	Page 6 / 12
Reference Number:		

Create Shared Leave Eligibility (WA) (0696)

8. Complete the following fields:

Field Name	R/O/C	Description
Start	R	This is the date on which the record begins. **Example:** 9/25/2007
Pool ID	R	For employees to be eligible to donate/receive shared leave, each should be assigned to a Pool ID. In the SOW scenario, it will be Home Pool ID. ℹ️ This does not appear on the infotype, but was selected in the previous step. **Example:** Shared Leave- Common Pool

State of Washington HRMS

File name: SHAREDLV_UNIFORM_SRVS_POOL.DOC
Reference Number:
Version: Training Team Draft Script
Last Modified: 9/28/2007 1:54:00 PM
SAP Parent
Page 7 / 12

Create Shared Leave Eligibility (WA) (0696)

9. Click (Enter) to validate the information.

10. Click (Save) to save.

> The system displays the message, "Record created."

11. Create the Foreign Pool (Uniformed Services Shared Leave Pool).

State of Washington HRMS

| **File name:** SHAREDLV_UNIFORM_SRVS_POOL.DOC **Reference Number:** | **Version:** Training Team Draft Script **Last Modified:** 9/28/2007 1:54:00 PM | SAP Parent Page 8 / 12 |

Maintain HR Master Data

12. Click ⬜ (Create) to create a new record.

File name:
SHAREDLV_UNIFORM_SRVS_PO
OL.DOC
Reference Number:

Version: Training Team Draft Script
Last Modified: 9/28/2007 1:54:00 PM

SAP Parent
Page 9 / 12

Subtypes for Infotype "Shared Leave Eligibility (WA)" 2 Entries Found

13.   Double click from the selection list.

State of Washington HRMS

File name:	**Version:** Training Team Draft Script	SAP Parent
SHAREDLV_UNIFORM_SRVS_PO OL.DOC	**Last Modified:** 9/28/2007 1:54:00 PM	Page 10 / 12
Reference Number:		

Create Shared Leave Eligibility (WA) (0696)

14. Complete the following fields:

Field Name	R/O/C	Description
Start	R	This is the date on which the record begins. **Example:** 9/25/2007
Pool ID	R	For employees to be eligible to donate/receive shared leave, each should be assigned to a Pool ID. In the SOW scenario, it will be Home Pool ID. ⓘ This does not appear on the infotype, but was selected in the previous step. **Example:** 9001—Uniformed Service Shared Leave Pool

State of Washington HRMS

File name:	Version: Training Team Draft Script	SAP Parent
SHAREDLV_UNIFORM_SRVS_PO OL.DOC	Last Modified: 9/28/2007 1:54:00 PM	Page 11 / 12
Reference Number:		

Create Shared Leave Eligibility (WA) (0696)

15. Click ![Enter icon] (Enter) to validate the information.

16. Click ![Save icon] (Save) to save.

![Info icon] The system displays the message, "Record created."

17. You have completed this transaction.

Result

You have created both the Home Pool as well as the Uniformed Service Shared Leave Pool.

Comments

None

State of Washington HRMS

File name:
SHAREDLV_UNIFORM_SRVS_PO
OL.DOC
Reference Number:

Version: Training Team Draft Script
Last Modified: 9/28/2007 1:54:00 PM

SAP Parent
Page 12 / 12